

## TRELOAR TRUST

### JOB DESCRIPTION

**Post:** Personal Assistant (Supported Internships)

**Accountable to:** Assistant Head of College

**Job Purpose:** To provide support for students within the off-site work place and in their related academic studies on site.

#### **Main Purpose of Job/Key Tasks:**

- Develop students personal and work skills in readiness for their work placement and further potential paid employment
- Provide support and guidance within the work placement for the student and liaising with the employer, Programme Lead and Job Coach as required
- Maintain positive relationships with the student, their colleagues and the employer to establish successful work placement opportunities.
- Demonstrate personal commitment to equality to ensure we develop a community which celebrates and values diversity
- Promote and adhere to the college's Health and Safety at Work policy and procedures.
- To adhere to all Risk Assessment required for each student at employment venue to ensure the safety of students and to implement any necessary control measures and advise managers regarding any changes or problems identified
- Fulfil requirements of college appraisal and support and development systems, supporting effective practice
- To help implement all aspects of individual care plans, including the administering of drugs and medication, in line with required Trust policy and procedure
- To encourage the students to do as much as possible for themselves by guiding them and showing them what to do when necessary
- Helping students in all aspects of daily living including washing, dressing, bathing, showering and after toilet hygiene
- Implement the individual Young Persons Plan
- Assist students with their nutritional requirements, e.g. serving meals, assisting with feeding, preparing drinks, meals and snacks
- Assisting in changing students and participating in Sport and Swimming as required.
- To keep robust records in line with regulatory requirements
- Provide mobility support, including driving students to the work placement and/or escorting duties as required
- Preparation of materials for all lessons and clearing up afterwards e.g. photocopying, laminating, assisting with classroom displays and preparing teaching materials
- Helping "set up" students with a range of computer equipment
- Assisting with therapy programmes.
- Working alongside the therapists to encourage students to effectively access the whole curriculum
- Guiding students in carrying out the work set by the teacher (this may be as the person in charge of a small group with no teacher present)
- Helping with maintenance of teaching aids and equipment in classrooms

- To scribe or invigilate during examinations up to GCSE or 'A' level standard
- Support teachers/tutors in maintaining good records of student progress
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- To ensure timely completion of all relevant training to the role.
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may, from time to time, be delegated by your manager.
- Confident working alone with a student in a 1-2-1 capacity.
- A job description is not a rigid or inflexible document but acts to provide guidelines to duties expected while in post.

### **Other duties**

- To support the Trust in safeguarding and protecting the welfare of all students.
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
- This job description will be reviewed and amended in the light of changing professional demands.

Treloar Trust HR Department  
April 2024.

### Person Specification – Personal Assistant (Supported Internships)

MINIMUM	DESIRABLE
<p><b>Qualifications</b></p> <ol style="list-style-type: none"> <li>1. Good standard of General Education including evidence of GCSE English and Maths at grade C/4 or above (or equivalent).</li> <li>2. Hold (or be prepared to work towards) a relevant Level 2 or 3 qualification i.e. Specialist Support for Teaching and Learning and/or Systematic Instruction /Job Coach training (or equivalent).</li> </ol>	<ol style="list-style-type: none"> <li>1. Level 2 or 3 qualification in Health and Social Care, Healthcare Support, Supporting Teaching and Learning or Specialist Support for Teaching and Learning (or equivalent)</li> <li>2. CIEH level 2 Award H&amp;S in the Workplace Qualification</li> <li>3. Level 2 IT Qualification (or be prepared to work towards)</li> <li>4. Systematic Instruction</li> </ol>
<p><b>Skills and Knowledge</b></p> <ol style="list-style-type: none"> <li>1. Able to work with organisational and contractual targets ensuring the needs of learners are met</li> <li>2. Able to follow and review risk assessment processes.</li> <li>3. Good computing knowledge particularly Microsoft Office 365 including Word, Excel, Outlook and Powerpoint.</li> <li>4. Good written and verbal communication skills</li> <li>5. Able to understand or to develop an understanding of the needs of children/young adults with a disability</li> <li>8. A willingness to support the students in developing independence skills and self-advocacy</li> <li>9. Able to work under pressure</li> <li>10. Able to work as part of a multi-disciplinary team</li> <li>11. Able to show initiative</li> <li>12. Ability to stand back from a situation and let a student try something for themselves</li> <li>13. A UK Driving Licence</li> </ol>	<ol style="list-style-type: none"> <li>1. Workplace Health &amp; Safety Assessments</li> <li>2. Experience of completing Learner Baseline Assessment processes and reporting.</li> <li>3. Knowledge of Canva &amp; Photoshop.</li> <li>4. An understanding and familiar with Social Media Platforms including Facebook, Instagram, and TikTok.</li> <li>5. Experience driving Minibuses</li> </ol>
<p><b>Experience</b></p> <ol style="list-style-type: none"> <li>1. Experience and ability to use own initiative. To work safely, professionally, autonomously in a range of working environments.</li> <li>2. Previous experience of working in a caring environment and/or with people with a learning difficulty or disability</li> <li>3. Experience of working in a classroom or with students with special needs</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience working within a multi-agency/multi-disciplinary approach</li> <li>2. Experience of a work placement support</li> </ol>

<p><b>Personal qualities</b></p> <ol style="list-style-type: none"> <li>1. Positive role model for learners</li> <li>2. Composed when facing demanding situations</li> <li>3. To be able to work flexible hours to meet the requirements of learners</li> <li>4. Commitment to Equality and Diversity</li> <li>5. Current driving licence</li> <li>6. Innovative and creative in all aspects of the role and responsive to changes required to improve and maintain quality services</li> <li>7. A commitment to promoting and safeguarding the welfare of students</li> <li>8. Willingness and ability to undertake work related training and utilize new skills and knowledge to enable improved support</li> <li>9. To be able to provide personal care relevant to the students' needs</li> </ol>	
<p><b>Physical requirements</b></p> <ol style="list-style-type: none"> <li>1. Ability to ensure students comfort and to assist with transfers</li> <li>2. Must be able to cope with the physical demands of the job</li> <li>3. Pushing wheelchairs and standing frames</li> <li>4. Constant standing/walking</li> <li>5. Assist students with walking, sitting and other activities of daily living</li> <li>6. Moving and handling of students by means of mechanical aids</li> <li>7. Manual Handling requirements within MH guidelines</li> </ol>	
<p style="text-align: center;"><b><u>TRELOAR TRUST IS COMMITTED</u></b>  <b><u>TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS</u></b></p> <p><b>All successful candidates will be subject to a Disclosure &amp; Barring Service Check along with other relevant employment checks</b></p>	